

**DATE:** April 8, 2016

**DEPARTMENT:** Division of Administration, Office of the Commissioner

**JOB TITLE:** Intern (Paid)

**TYPE:** Part-time, course credit OK

The Office of the Division of Administration is seeking an intern for immediate hire. The Division is the state government's management arm and the hub of its financial operations. We are responsible for development of the state budget and oversight of agencies' spending to determine – among other things – whether performance goals are being met.

Division offices perform a wide variety of activities, including overseeing the state's capital construction program; working to provide state and federal grants for community development, particularly in areas with low to moderate income residents; and administering a program that provides federal funds to help Louisiana residents recover from a series of devastating hurricanes. Another office assists vendors in doing business with the state and gives agencies guidance in the state purchasing and contracting process as they seek goods and services.

Intern duties include:

- Working on legislative initiatives, promotional campaigns and research directly with the Director of Policy and Communication.
- Maintaining the Division of Administration webpage, including but not limited to posting, editing, design and function.
- Developing the Division's media plan.
- Tracking and analyzing legislative bills that affect Division offices.
- Attending any meetings and legislative session as necessary.

Qualifications:

- Enrolled or recent graduate of a Mass Communication, Political Science, MPA or Law program
- Strong computer skills in all Microsoft Office programs
- Excellent interpersonal, communication, organizational and time management skills
- Web design knowledge a plus

**CONTACT:** Interested applicants please send resume and writing samples (including at least one non-graded work) to [jacques.berry@la.gov](mailto:jacques.berry@la.gov).